



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFSPC)

JAN 15 2004

MEMORANDUM FOR ALL TWO LETTER THROUGH FOUR LETTER OFFICES
ALL TENANT ORGANIZATIONS AND SMC DETACHMENTS
(FOR SUPERVISORS OF FEDERAL CIVILIAN EMPLOYEES)

FROM: SMC/HRCE

SUBJECT: Civilian Recognition Program

1. Recognition of our Federal civilian work force is one of the most important responsibilities of supervisors, yet is perhaps one of the most under utilized. We have prepared a new recognition guide to ensure all supervisors of civilian employees at SMC are aware of the wide range of Air Force civilian recognition programs available. Annual performance awards are the most commonly used means of recognition; there are, however, many other programs that may be used to recognize exceptional acts or achievements at any time throughout the year. The incentive and honorary awards are an integral part of the Air Force Civilian Recognition Program; they provide opportunities to recognize deserving individuals for significant ideas and accomplishments that benefit the Air Force and federal government. As a management tool, these recognition programs provide rich returns by enhancing employee morale, productivity, and creativity.
2. Air Force Pamphlet 36-2861, Civilian Recognition Guide, is available from AF Publications at <http://www.e-publishing.af.mil/>. This pamphlet is a reference guide to the available means of civilian recognition, and should be used in conjunction with our local SMC Handbook, *A Training Guide on Civilian Awards*.
3. Special awards, such as the Air Force Association Award, Public Service Award, etc. are another available means of civilian recognition. These annual awards are sponsored by both federal and private agencies, and are managed by various organizations at LAAFB. The Civilian Personnel Flight publishes an annual schedule and criteria of special awards solicited by HQ AFSPC/DPC. Please see Attachment 1 for the current schedule. For a listing of all special awards, please visit the SMC/HR website and review the Awards Database at <http://www.losangeles.af.mil/SMC/HR/>.
4. We hope this information will be of value to you and will encourage the use of honorary awards to recognize the valued contributions of your civilian members.

KATHLEEN R. NELSON
Chief, Workforce Effectiveness Branch



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFSPC)

MEMORANDUM FOR ALL TWO THROUGH FOUR LETTER OFFICES
ALL SMC DETACHMENTS AND TENANTS

JAN 15 2004

FROM: SMC/HRCE

SUBJECT: Civilian Award Solicitation Schedule and Award Criteria

1. The attached information contains the Civilian Awards Schedule and Criteria (Atch 1) and an awards checksheet (Atch 2) for the annual awards cycle. The civilian award schedule is provided for your planning purposes and represents firm suspense dates for nomination packages to be received in SMC/HRCE. Please note that there may be changes in the suspense dates from year to year.
2. An endorsement letter by the two-letter chief of the nominating organization must be included in all awards packages. Each award package must also contain the following statement, signed by the nominating official; "I, (nominating official), verify that the official records of (nominee's name), do not contain any disciplinary or adverse action information during the inclusive dates of the proposed award, and no actions are pending that would reflect unfavorably on the exemplary performance deserving recognition." The statement may either be incorporated into the endorsement letter, or attached as a separate document.
3. A privacy act statement (Atch 3) is required for all awards packages in which personal information is released.
4. Please carefully plan and prepare your awards to allow for timely review and processing. Point of contact is SMC/HRCE, COMM 310 363-5341 or DSN 833-5341.

KATHLEEN R. NELSON
Chief, Workforce Effectiveness Branch

Attachments:

1. Award Schedule
2. Award Checksheet
3. Privacy Act Statement

2004 AWARD SCHEDULE

The following schedule is provided for planning purposes and represents suspense dates for nomination packages that must be forwarded to HQ AFSPC/DPC. For awards that do not require review by SMC awards board and processed by HQ AFSPC/DPC and HQ USAF/DPPFC (those that can be mailed directly to the award sponsor), we have indicated the dates these awards are *normally* due to the sponsor. If we are advised that a different suspense has been established for any of these awards, we will immediately publish a message to advise you of the new date.

AWARD	SUSPENSE	SUBMIT TO:
Department of Defense Distinguished Civilian Service Award	29 Dec 03	SMC/HRC
Air Force Association Award (Outstanding Civilian Employees of the Year) See AFI 36-1004	29 Dec 03	SMC/HRC
Federal Asian/Pacific American Council Outstanding Achievement Awards	19 Jan 04	SMC/HRC
William A. Jump Memorial Award See AFI 36-1004	26 Jan 04	SMC/HRC
National IMAGE, Inc. Meritorious Service Awards	9 Feb 04	SMC/HRC
National Association for the Advancement of Colored People (NAACP)—Roy Wilkins Renown Service Award	16 Feb 04	SMC/HRC
Outstanding Employees with Disabilities Awards	16 Apr 04	SMC/HRC
Hispanic Engineer Natl. Achievement	26 Apr 04	SMC/HRC
GEICO Public Service Awards See AFI 36-1004	7 Jun 04	SMC/HRC
William T. Pecora Award See AFI 36-1004	18 Jun 04	SMC/HRC
OPM Director's PILLAR Award	21 Jun 04	SMC/HRC
Office of Personnel Management (OPM) Director's Award for Outstanding Work/Life Programs <i>Note: this award has been cancelled for last 3 years. It is unknown if it will be held this year.</i>	25 Jun 04	SMC/HRC

National Public Service Award <i>See AFI 36-1004</i>	2 Aug 04	SMC/HRC Note: This award is normally due in September. This date may be extended at a later time.
Black Engineer of the Year	2 Aug 04	SMC/HRC
Distinguished Equal Employment Opportunity (EEO) Awards	12 Oct 04	SMC/HRC
Arthur S. Flemming Award <i>See AFI 36-1004</i>	6 Dec 04	SMC/HRC
Public Service Excellence Award	26 Nov 04	SMC/HRC
Good Housekeeping Award for Women in Government	6 Dec 04	SMC/HRC

CHECKLIST FOR CIVILIAN AWARDS

This guidance lists the most common errors and omissions found in the packages submitted for honorary, incentive, and competitive awards.

Employee Records

YES	NO	
		Is the member assigned to an SMC or LAAFB position?
		If the member is assigned to a Detachment, is a Career Brief included with the package?

AF Form 1768 or other Award Recommendation Format NOTE: AF Form 1001 will no longer be accepted.

YES	NO	
		Is this form dated?
		- Is this date within 60 days of the close out date of act/event?
		- If not, is a memo of justification for late submission included in the package?
		Are dates of accomplishments listed in the body of the recommendation?
		Did the accomplishments span a period longer than 12 months?
		Is the name of the award being recommended listed in block 1?
		Is the member's name listed and spelled correctly in block 3?
		Is the member's SSN listed and correct in block 3?
		Is the correct and complete <i>position</i> (not duty) <i>title</i> for member listed?
		Have prior awards been reviewed to ensure member has not been previously recognized for the same accomplishment?
		-Give only one AF honorary award for a single act or achievement
		-Include narratives of honorary awards awarded during the same time period
		Has the special act or accomplishment already been used as part of a justification for a quarterly, annual, or performance award?
		Has the recommending official signed and dated?
		Have the recommending official's organization, office symbol and DSN been listed?
		Has the appropriate approval authority been determined?
		Is the nomination prepared for routing through all appropriate offices in the chain of command?
		Has authorizing official signed and checked the recommend block?
		Has the date the authorizing official signed been annotated?
		--For awards requiring approval authority of SMC/CC or higher--
		Has the installation CC or CV/CD signed as the last authorizing official on the form?
		Has the date the CC or CV/CD signed been annotated?

Narrative

YES	NO	
		Have you e-mailed or included an editable electronic copy of the narrative to your 2-letter award monitor?
		Is the narrative in a narrative format, not bullet format?
		Does the first sentence mention the nominee's position, division, directorate, installation, and dates of accomplishment?
		Do the dates of accomplishment agree with dates on AF Form 1768?
		Does accomplishment meet eligibility requirements set forth in AFI 36-1004, dated 8 Feb 01?
		Are all acronyms spelled out the first time they are used in the narrative?

Citation

YES	NO	
		Is the citation 90-120 words in length?
		Does the first sentence mention the nominee's position, division, directorate, installation, and dates of accomplishment?
		Does the citation contain acronyms? (they should be spelled out)
		Do the dates in the citation match those in the justification and nomination form?

Verification Statement

YES	NO	
		Does the nomination package include the following statement? "I, <u>(nominating official)</u> , verify that the official records of <u>(nominee's name)</u> , do not contain any disciplinary or adverse action information during the inclusive dates of the proposed award, and no actions are pending that would reflect unfavorably on the exemplary performance deserving recognition."
		Is the verification statement signed and dated by an official?
		-Time Off Awards only- Does the package contain the certification statement required by AFI 36-1004, signed by the recommending official?

Competitive Awards

YES	NO	
		Does the package include a Privacy Act Statement, if necessary?

PRIVACY ACT STATEMENT

Requested information is not required by law and therefore is voluntary. Information provided will be used solely in considering the nominee for the award and for publicity purposes. Not providing all or part of the information may result in the nominee not being fully considered.

EMPLOYEE STATEMENT

I UNDERSTAND THE ABOVE Privacy Act Statement and agree to release the nomination information for the (name of award here).

SIGNATURE

DATE

A TRAINING GUIDE

ON

CIVILIAN AWARDS

SPACE AND MISSILE SYSTEMS CENTER
LOS ANGELES AIR FORCE BASE

Written by: SMC/HRCE
Workforce Effectiveness Branch
Civilian Personnel Flight

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Introduction

Space and Missile Systems Center's ability to achieve superior accomplishments is due, in great part, to the outstanding efforts of civilian personnel who work through every aspect of the Center's mission. Faced with so many challenges and changes in today's environment, implementation of new techniques and ideas is imperative. Every day, through innovation, dedication and hard work, our people increase mission effectiveness. These efforts should be recognized.

There are many forms of recognition, and we would be remiss if we did not advocate the informal recognition of employees. This is a highly valuable recognition for employees, if given at the appropriate time and for an appropriate situation. Generally, recognition, informal or formal, should be fair, consistent, timely, appropriate, specific, and above all, sincere. This booklet has been specifically designed to promote a better understanding of the various "formal" awards available. As a quick reference guide, it contains information, descriptions, and samples of the most frequently submitted awards.

Please keep in mind the samples provided in the guide should not be used as "insert name here" templates; please use them as examples of the way each employee's recognition should be presented in a formal, but personalized manner.

This book was created to help you, the reader; please free to call with any suggestions that would add value to this publication.

Civilian Recognition, Air Force Instruction and SMC Policy

AFI 36-1004, dated 8 February 2001, governs the Civilian Recognition Program for Incentive and Honorary awards, and some special awards. This publication is available through AF Publications at the following address; <http://www.e-publishing.af.mil/> . The instruction advocates establishment of local procedures and allows for delegation of authority for certain awards.

Please make note of these SMC local policies for future reference:

Approval authority for the Outstanding Civilian Service Award and Exemplary Civilian Service Award has been delegated to SMC Commander by HQ AFSPC/CV letter, dated 20 March 2002, at Appendix B.

Approval authority for the Special Act or Service Award in amounts up to \$1000.00, and the Civilian Achievement Award is delegated to commanders, two-letter directors and deputy directors by SMC/CC Delegation of Authority memorandum, dated 25 August 2003. This document can be found at Appendix B.

Cash awards in amounts above \$500.00 must show coordination with SMC/FMAO prior to submission to HRCE.

All awards must be coordinated with Civilian Personnel, Workforce Effectiveness Branch, *before* presentation to the employee: It is both the supervisor's and the personnel flight's responsibility to ensure awards criteria set forth in AFI 36-1004 are consistently met. Proper coordination will ensure employees are appropriately recognized, proper approval authorities are obtained, and official documentation is added to the employee's career brief. Cash awards that do not meet regulatory compliance, such as those approved without coordination of the Civilian Personnel Flight, cannot be input to the personnel data system for payment, and honorary awards not coordinated with the Civilian Personnel Flight will not be reflected in the employee's records.

Letter of Appreciation

Description - The Letter of Appreciation is used to recognize employees for accomplishments that do not fall under the incentive, honorary or performance awards categories, such as an above-average act or service or leadership contributions normally expected in the performance of a job.

Procedures - The Letter of Appreciation is prepared on letterhead stationary or certificate, then signed by the employee's immediate supervisor or anyone having knowledge of the act, IAW AFI 36-1004, Chapter 4.9. The letter is addressed to the employee, and shows his or her position title, organization, and specific contribution(s). A copy is filed in the AF 971, Supervisor'-Employee Record.

Approval Authority – Immediate supervisor, higher-level supervisor, or anyone having specific knowledge of the act or service.

Award Elements – Letter or AF Form 3033, Certificate of Appreciation. This certificate is available from your organizational Customer Account Representative (CAR).

Letter of Commendation

Description - The Letter of Commendation (LOC) is used to commend an employee for unusual work performance, or for an act or service that clearly exceeds duty performance.

Procedures - The Letter of Commendation is prepared on letterhead stationary and signed by the two-letter supervisor IAW AFI 36-1004, Chapter 4.8. The LOC is addressed to the employee, and shows his or her position title and organization. It should contain complete and concise description of the employee's act, suggestion, improvement, or service. A copy is filed in the AF 971, Supervisor's Employee Record and a copy must be provided to the CPF for data input into the personnel data file

Process/flowchart of the Letter of Commendation flowcharts at Appendix A. A sample Letter of Commendation is in Appendix D.

Approval Authority - Two Letter Chief

Award Elements - AF Form 3034, Certificate of Commendation. This certificate is available from your organizational Customer Account Representative (CAR).

Notable Achievement Award

Description - The Notable Achievement Award (NAA) is to recognize an individual or group for a special act of service resulting in a noteworthy contribution to the Air Force. The monetary range is \$25 to \$500. The amount of the award is determined and approved by the submitting organization.

Procedures - The NAA is documented with AF Form 1768 and a written narrative justification, IAW AFI 36-1004, Chapter 2.4. The narrative, on plain bond paper, must include the employee's name, position title, and organization. It must also include a comprehensive, factual justification for the recommendation showing the employee's duties, what noteworthy act or service the employee contributed, how well the employee did it, and the final results of the contribution. The NAA be submitted within 30 days of the act. A flow-chart detailing the procedures is in the Monetary Awards flowchart at Appendix A. A sample justification is in Appendix D. Cash awards must also be coordinated with SMC/FM, to verify funds availability.

Approval Authority - Two Letter Chief

Award Elements - AF Form 3032, Certificate of Achievement (optional). This certificate is available from your organizational CAR.

Special Act or Service Award

Description - The Special Act or Service Award (SASA) is to recognize an individual or group for a special act or service resulting in verifiable and significant tangible or intangible benefits to the government. The monetary range is \$25 to \$25,000. The amount is determined by the submitting organization, in accordance with Tables 2.2, 2.3 and 2.4 in AFI 36-1004.

Procedures - The SASA is documented on AF Form 1768, and a written justification, IAW AFI 36-1004, Chapter 2.3. The narrative, on plain bond paper, must include the employee's name, position title, and organization. It must also include a comprehensive, factual justification for the recommendation showing the employee's duties, what special act or service the employee contributed, how well he or she did it, and the final results. The SASA must be submitted within 60 days of the act. Cash awards must also be coordinated with SMC/FM.

Exact procedures are in the Monetary Awards flowchart at Appendix A. A sample written justification is at Appendix D.

Approval Authority - Two Letter Chief in accordance with SMC/CC delegation letter dated 25 August 2003 at Appendix B, for range of \$25 to \$1,000. SMC/CC for amounts between \$1,000 and \$10,000. Per AFI 36-1004, the Office of Personnel Management through Air Force Incentive Awards Board must approve amounts over \$10,000 not to exceed \$25,000. Presidential approval is required for all awards over \$25,000.

Award Elements - AF Form 2860, A Special Act or Service. This certificate is available from your organizational CAR.

Time Off Award

Description - The Time Off Award is to recognize an individual for superior accomplishment or personal effort that contributes to the quality, efficiency, or economy of government operations. The hourly range is 1 to 40 hours at one time. A total of 80 hours per year may be granted. Time Off Awards expire exactly one year after effective date.

Procedures - The Time Off Award is documented with AF Form 1768, a written justification, and a signed certification statement IAW AFI 36-1004, Chapter 3. Exact procedures are in the Time Off Awards flowchart at Appendix A. A sample written justification is at Appendix D.

Approval Authority - Two Letter Chief in accordance with AFI 36-1004.

Award Elements - There is no certificate for this award.

The Air Force Civilian Achievement Award

Description - The Air Force Civilian Achievement Award (CAA) is to recognize an individual or group for clearly outstanding service for a single, specific act or accomplishment in support of the unit's mission or goals. The CAA follows the Exemplary Civilian Service Award in precedence, and should be considered the civilian equivalent to the Air Force Achievement Medal.

Procedures - The CAA is documented on AF Form 1768, with written justification, IAW with AFI 36-1004, Chapter 4. Although the CAA is a new award, and has not yet been incorporated into the AFI, it is still governed by general instructions for honorary awards in the AFI 36-1004. HQ AFSPC/DPC has provided supplemental guidance to be used until this award is added to the AFI. Please see Appendix A for more information.

Approval Authority – SMC Commander, in accordance with HQ AFSPC/CV letter, dated 20 March 2002, at Appendix B.

Award Elements - AF Form 4300 and CAA medal set. The certificate and medal set are available through the Civilian Personnel Flight.

Outstanding Civilian Career Service Award

Description - The Outstanding Civilian Career Service Award (OCCSA) is for outstanding career service meriting recognition at the time of retirement.

Procedures - The OCCSA is documented on AF 1768 and with a written justification demonstrating significant accomplishments, leadership, unusual competence and significant

impact on the AF mission throughout the employee's career, IAW AFI 36-1004, Chapter 4, Table 4.1. Exact procedures are in the Honorary Awards flowchart at Appendix A. A sample OCCSA written narrative is at Appendix D.

Approval Authority – SMC Commander, in accordance with HQ AFSPC/CV letter, dated 20 March 2002, at Appendix B.

Award Elements - AF Form 2856 and OCCSA medal set. The certificate and medal set are provided by the Civilian Personnel Flight.

Exemplary Civilian Service Award

Description - The Exemplary Civilian Service Award (ECSA) is to recognize an individual or group for clearly outstanding service in support of the command mission or goals.

Procedures - The ECSA is documented on AF Form 1768, with written justification, IAW with AFI 36-1004, Chapter 4, Table 4.1. Exact procedures are in the Honorary Awards flowchart at Appendix A. A sample ECSA written narrative is at Appendix D.

Approval Authority – SMC Commander, in accordance with HQ AFSPC/CV letter dated 20 March 2002, at Appendix B.

Award Elements - AF Form 3517 and ECSA medal set. The certificate and medal set are available from the Civilian Personnel Flight.

Meritorious Civilian Service Award

Description - The Meritorious Civilian Service Award (MCSA) is to recognize an individual or group for outstanding service to the Air Force in the performance of duties in an exemplary manner.

Procedures - The MCSA is documented on AF Form 1768, with written justification and citation IAW with AFI 36-1004, Chapter 4. It is staffed up to the SMC/CC for recommendation, then forwarded to HQ AFSPC/DPC for approval. A sample MCSA written narrative is at Appendix D.

Approval Authority - HQ AFSPC/CC Air Force Space Command

Award Elements - AF Form 1166 and MCSA medal set. The certificate is provided by AFSC, the medal sent from the Civilian Personnel Flight.

Command Civilian Award for Valor

Description - The Command Civilian Award for Valor (CCAV) is to recognize unusual courage or competence in an emergency, either on or off the job, unrelated to performance of official duties.

Procedures - The CCAV is documented on AF Form 1768 with a written justification and citation IAW with AFI 36-1004, Chapter 4. Samples may be obtained from the Civilian Personnel Flight.

Approval Authority - HQ Air Force Space Command

Award Elements - AF Form 1307 and CCAV medal set. The certificate is provided by AFSPC, the medal sent from the Civilian Personnel Flight.

Air Force Civilian Award for Valor

Description - The Air Force Civilian Award for Valor (AFCAV) is to recognize an act of heroism, with voluntary risk of personal safety in the face of danger either on or off the job.

Procedures - The AFCAV is documented on AF Form 1768 with a written justification and citation IAW with AFI 36-1004, Chapter 4. Samples may be obtained from the Civilian Personnel Flight.

Approval Authority - Secretary of the Air Force

Award Elements - AF Form 1306 and AFCAV medal set. The certificate is provided by SAF, the medal sent from the Civilian Personnel Flight.

Decoration for Exceptional Civilian Service Award

Description - The Decoration for Exceptional Civilian Service (DECS) is to recognize exceptionally meritorious service of major significance to the Air Force in the performance of duties in a manner clearly exceptional to others.

Procedures - The DECS is documented on AF Form 1768 with a written justification and citation IAW with AFI 36-1004, Chapter 4. Guidance may be obtained from the Civilian Personnel Flight.

Approval Authority - Secretary of the Air Force

Award Elements - AF Form 1310 and DECS medal set. The certificate is provided by SAF, the medal sent from the Civilian Personnel Flight.

Length of Service Certificates

Description - The Length of Service (LOS) Certificates recognize 10, 20 30, 40 & 50 years of federal service.

Procedures - The CPF provides these certificates to the organizational point of contact along with the appropriate lapel pin prior to the anniversary date. The CPF will be responsible for printing the name, date, and signature block on the certificate. The organization is responsible for presenting the certificate and pin in an appropriate ceremony.

Signature Level - The 10, 20 and 30 year certificates vary in approval level according to AFI 36-1004, Ch 6.12.2, however, at Los Angeles AFB, the SMC/CC signature level is used. AFSC signs the 40 year certificate and SAF signs the 50 year certificate.

Other Air Force Recognition

Civilians assigned to organizations that are awarded the Air Force Organizational Excellence Award (AFOEA) or the Air Force Outstanding Unit Award (AFOUA) may be recognized with the appropriate lapel pin IAW AFI 36-1004, Ch 6.10. These awards are not documented in DPCDS. For the Joint Meritorious Unit Award, civilian may be awarded a lapel pin IAW DoD 1848.33-M. The pins are ordered and paid for through the organization's normal supply channels. The CPF does not stock these pins. The stock numbers are:

Air Force Organizational Excellence Award lapel button: 8455004885513

Air Fore Outstanding Unit Award lapel button: 8455008918529

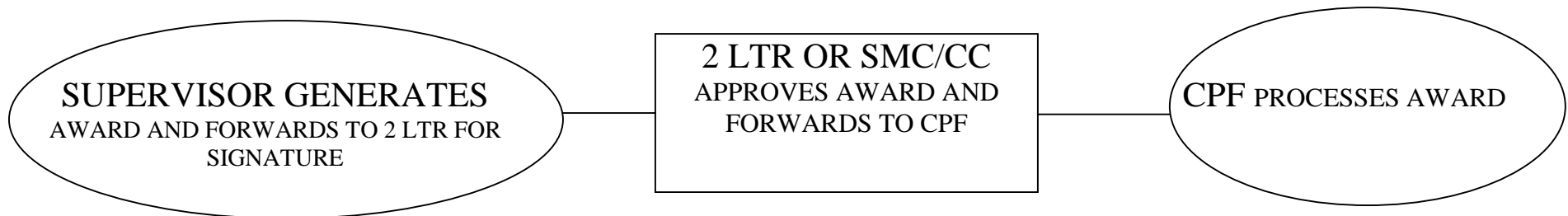
Joint Meritorious Unit Award: 8455013480488

APPENDIX A

FLOW CHARTS

INCENTIVE AND HONORARY AWARDS

(MACRO FLOWCHART)

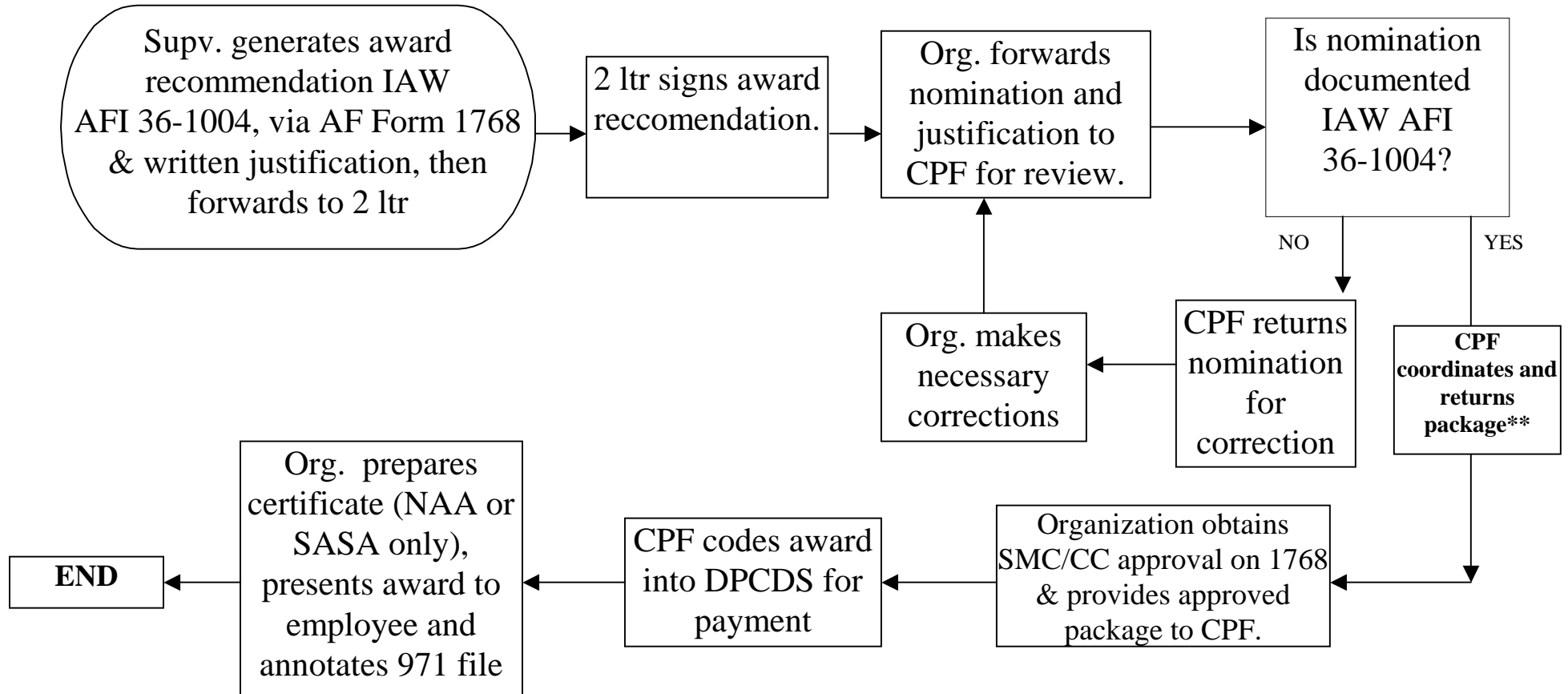


Note: Supervisor retains copy for the 971 file.

MONETARY OR TIME OFF AWARDS

(MICRO PROCESS)

**Notable Achievement Award, Special Act or Service Award (under \$1000.000*)
and Time Off Award**

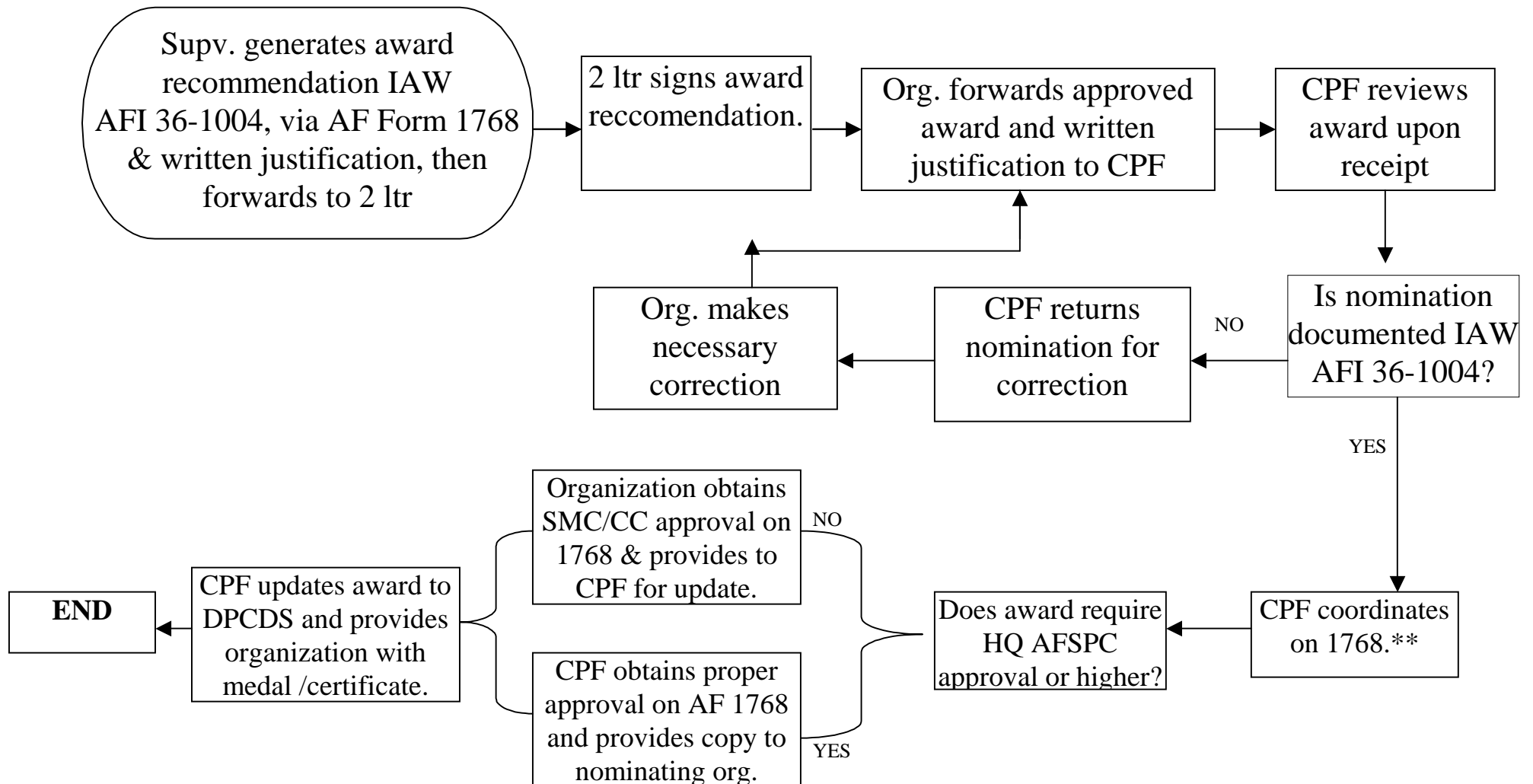


* Note: For Special Act or Service Awards over \$1000.00, follow Honorary Awards flowchart.

** Note: For Awards over \$500, organization also obtains SMC/FM coordination on AF Form 1768

HONORARY AWARDS

(MICRO PROCESS)



** Note: For Awards over \$500, organization also obtains SMC/FM coordination on AF Form 1768

APPENDIX B

DELEGATION LETTERS



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

MEMORANDUM FOR SEE DISTRIBUTION

FROM: AFSPC/CV
150 Vandenberg St Ste 1105
Peterson AFB CO 80914-4020

JUN 04 2007

SUBJECT: Delegation of Award Approval Authority

1. The authority to approve the Outstanding Civilian Career Service Award (OCCSA) is delegated to AFSPC Numbered Air Force commanders, wing commanders, the Space Warfare Center (SWC) commander and HQ AFSPC Directors. Additionally, the authority to approve the Exemplary Civilian Service Award is delegated to AFSPC Numbered Air Force commanders, the SWC commander and HQ AFSPC Directors. Wing commanders already have this authority. These authorities have previously been delegated to the Space and Missile Systems Center (SMC) commander.
2. These authorities are delegated IAW AFI 36-1004, paragraph 1.3 and Table 4.1 and will allow for greater flexibility and timely recognition of employees. These authorities may not be further delegated.
3. Authority to approve Meritorious Civilian Service Awards and the Command Award for Valor is retained by AFSPC/CC or AFSPC/CV. Both of these awards carry significance and prestige that warrant recognition at the command level.
4. If an employee or organization prefers a MAJCOM signed certificate for an OCCSA, nominations may be forwarded to HQ AFSPC/DPC for AFSPC/CV approval 30 days prior to the scheduled presentation date.
5. The AFSPC point of contact for civilian honorary awards is Ms. Colleen Bonar, HQ AFSPC/DPCA, DSN 692-3683.

A handwritten signature in black ink, reading "Robert C. Hinson".

ROBERT C. HINSON
Lieutenant General, USAF
Vice Commander

Attachment:
Distribution List



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFSPC)

AUG 25 2001

MEMORANDUM FOR ALL TWO LETTER DIRECTORS
LAAFB AWARDS MONITORS

FROM: SMC/CC


SUBJECT: Delegation of Authority - Civilian Recognition Program

1. In the interest of assuring timely recognition of deserving employees, I delegate approval authority to SMC two-letter directors for the following awards:

Special Act or Service Award for \$1000.00 and under
Civilian Achievement Award

SMC/HRC will continue to carefully review these awards for compliance with eligibility requirements set forth in AFI 36-1004, Managing the Civilian Recognition Program, dated 8 Feb 2001.

2. Our point of contact for these awards is Ms. Denise Depierre, SMC/HRCE, DSN 833-5341 or (310) 363-5341.


BRIAN A. ARNOLD
Lieutenant General, USAF
Commander

APPENDIX C

SUPPLEMENTAL GUIDANCE

AIR FORCE CIVILIAN ACHIEVEMENT AWARD

The Civilian Achievement Award Supplemental Guidance

SUBJECT: AIR FORCE CIVILIAN ACHIEVEMENT AWARD (CAA)

GENERAL: THIS MESSAGE ANNOUNCES CRITERIA, DESCRIPTION, PROCESSING INSTRUCTIONS AND AUTHORITIES FOR THE CAA.

1. THE SECRETARY OF THE AIR FORCE HAS ESTABLISHED THE CAA AS AN ENHANCEMENT TO THE CIVILIAN RECOGNITION PROGRAM GOVERNED BY AFI 36-1004, CHAPTER 4, HONORARY INCENTIVES AWARDS.
2. THE CAA WILL ALLOW GREATER OPTIONS FOR APPROPRIATELY RECOGNIZING CIVILIAN PERSONNEL AND WILL BRING CLOSER PARITY WITH THE AIR FORCE MILITARY RECOGNITION PROGRAM. THE CAA FOLLOWS THE EXEMPLARY CIVILIAN SERVICE AWARD IN PRECEDENCE AND SHOULD BE CONSIDERED AS THE CIVILIAN EQUIVALENT TO THE AIR FORCE ACHIEVEMENT MEDAL. EXAMPLES OF ACHIEVEMENTS FOR WHICH THE CAA IS APPROPRIATE INCLUDE, BUT ARE NOT LIMITED TO:
 - A. A PARTICULAR PROJECT OR ASSIGNMENT, WHICH INVOLVED OVERCOMING UNUSUAL DIFFICULTIES.
 - B. PERFORMANCE OF ASSIGNED DUTIES WITH SPECIAL EFFORT OR INNOVATION THAT RESULTED IN SIGNIFICANT ECONOMIES OR OTHER HIGHLY DESIRABLE BENEFITS.
 - C. CREATIVE EFFORTS THAT MADE IMPORTANT CONTRIBUTIONS TO SCIENCE OR RESEARCH.
 - D. A SUPERIOR ACCOMPLISHMENT OR SCIENTIFIC ACHIEVEMENT, WHICH RESULTS IN SIGNIFICANT SAVINGS OF TIME, MANPOWER OR MONEY TO THE GOVERNMENT
3. THE FOLLOWING GUIDANCE IS PROVIDED TO IMPLEMENT THE CAA AND AFI 36-1004 AND AFP 36-2861 WILL BE UPDATED TO THIS INFORMATION.
 - A. AWARD/TYPE: CIVILIAN ACHIEVEMENT AWARD (INDIVIDUAL)
 - B. BASIS OF AWARD: TO RECOGNIZE AN INDIVIDUAL OR GROUP FOR CLEARLY OUTSTANDING SERVICE FOR A SINGLE, SPECIFIC ACT OR ACCOMPLISHMENT IN SUPPORT OF THE UNIT'S MISSION OR GOALS.
 - C. AWARD DESCRIPTION: SILVER COLORED MEDAL BEARING THE AF COAT OF ARMS WITHIN A WREATH OF LAUREL LEAVES. RIBBON IS ULTRAMARINE BLUE WITH EIGHT SILVER GRAY STRIPES. MINIATURE MEDAL, LAPEL BUTTON AND AF FORM 4300 ACCOMPANY THIS AWARD.
 - D. METHOD OF NOMINATION: SUPERVISION PREPARES AF FORM 1768 DESCRIBING ACCOMPLISHMENTS AND DRAFT CITATION (90 WORDS OR LESS) (SEE AFI 36-1004, FIGURE 4.1). PROVIDE COPY TO CPF. UNIT PROVIDES CERTIFICATE (AF FORM 4300); SERVICING CPF PROVIDES MEDAL SET. THE CPF WILL DOCUMENT AWARD IN THE CIVILIAN DATA SYSTEM AND FILE A COPY OF THE AF FORM 1768 AND JUSTIFICATION IN THE EMPLOYEE PERFORMANCE FILE.
 - E. APPROVAL AUTHORITY:
 1. INSTALLATION: WING COMMANDER (MAY BE DELEGATED ONE LEVEL TO GROUP COMMANDER).
 2. MAJCOM: DIRECTOR (MAY BE DELEGATED ONE LEVEL TO DIVISION CHIEF).
 3. AIR STAFF: DIVISION CHIEF (MAY BE DELEGATED ONE LEVEL TO BRANCH CHIEF).

APPENDIX D

RETIREMENT RECOGNITION

RECOGNITION FOR CIVILIAN RETIREMENT

Recognition for retiring civilians should be initiated a minimum of 90 days in advance of retirement date, if possible. Late submissions may be returned without action, unless they are accompanied with a written letter of justification explaining what circumstances prevented timely submission. In rare instances where the retirement is unexpected, exceptions may be made.

The following items are optional and available for recognizing retiring civilians:

1. *Certificate of Retirement, AF Form 342*: This certificate is used for recognizing the civilian at retirement. It is obtained through the organization's Customer Account Representative (CAR). CARs may order the forms from the AF Publishing web site <http://www.e-publishing.af.mil/>. AFI 36-1004, Ch 6.13 is silent regarding the signature, since the certificate is optional. Therefore, the signature is determined by the owning organization.
2. *Certificate of Appreciation, AF Form 342A*: This certificate recognized the spouse of the retiring civilian. This certificate is also obtained through the CAR, and may be ordered at AF Publishing. Signing authority is determined by the owning organization.
3. *Air Force Retiree Lapel Pin*: The Civilian Personnel Flight (CPF) keeps these pins in stock and provides them to organizations free of charge. Contact SMC/HRCE, 363-5341, to request a pin.
4. *Retirement Greeting from the President*: A retirement letter from the President is available for retiring civilians with 30 years or more of service. A retirement card is available for retiring civilian with less than 30 years. To obtain this greeting, submit your request to the Workforce Effectiveness Branch on plain bond paper, or in e-mail format, with the following information about the retiring civilian:
 - Full name/title (Mr, Ms.) /grade
 - service comp. date/years of service
 - retirement date
 - date of ceremony/presentation
 - Unit POC name and DSN #
 - Retiree's home address

Indicate whether the retirement card should be sent to the retiree's home, or to the unit for presentation. To ensure the card/letter will arrive in time for retirement ceremony, please make requests at least 60-90 days prior to desired presentation date.

5. *Outstanding Civilian Career Service Award*. This is an honorary award given at the time of retirement, for outstanding career service meriting recognition. Please see AFI 36-1004, and the honorary awards chapter in this handbook.

Blue padded binders with the Air Force emblem can be obtained through your normal supply channels. Stock numbers are 7510-00-115-3250 for 8 X 11 binders, and 7510-00-134-8179 for 10 X 13 binders.

For further information, please contact the Civilian Personnel Flight, SMC/HRCE at (310) 363-5341.

APPENDIX E

SAMPLES

Sample Letter of Commendation

MEMORANDUM FOR MS JANE DOE

FROM: SMC/SPO

SUBJECT: Letter of Commendation

You are being commended for your noteworthy achievements and quick response while assisting your coworkers with connecting over 400 pay adjustments for Space and Missile Systems Center Employees on Special Salary Rates, during the period 19-20 February 2003. This project took you two full days to complete and placed you 16 hours behind on your normal duties. However, your assistance was given freely and without complaint.

Your accomplishments bring great credit upon yourself, the SMC/XXX, and the United States Air Force.

SIGNATURE

JOHN BROWN, Lt Col, USAF
XXXX, XXXX

cc: AF 971 File (cy)
SMC/HRCE

*Sample Nomination for the Notable Achievement Award
(Narrative format - plain bond paper - single or double spaced)
(Submit Narrative with completed AF Form 1768)*

**NOMINATION
FOR THE NOTABLE ACHIEVEMENT AWARD
TO
MS. JANE DOE
FINANCIAL MANAGER
HQ SMC/XXXX
LOS ANGELES AFB, CA**

Ms. Jane Doe's outstanding financial management capabilities, initiative, and dedication to a job done right and complete, resulted in a successful FY03 operation and maintenance year end close out. Ms. Doe was a wealth of experience to me during this FY03 close out, and specific examples of her contributions include:

Expertly guided commander's resource managers during last month of fiscal year. Persistent review of obligation status and clear directions to resource managers guaranteed all FY03 funds would be obligated. After months of monitoring the status of a computer software project, Ms. Doe guided the stagnate XXXX project through the obligation process. Ms. Doe got the funds obligated in less than a week. This action averted the return of the software to the contractor and the resulting impact on mission productivity.

Ms. Doe identified an outstanding PR that was thought to be but not obligated on a Civil Engineering (CE) contract until just hours before final fiscal year close out. While searching for a \$124K JA Courtroom furniture procurement, Ms. Doe uncovered the CE contract mod for the courtroom project also. Both of these procurements were not obligated. Ms. Doe posted the Contract modification in the system and obligated all outstanding unobligated funds on the CE project.

Ms. Doe's positive attitude and sound leadership during this stressful close-out paid big dividends when she assisted her fellow budget analysts. Her guidance made each analyst's role crystal- clear during close out. This saved hours for both FMBR and DFAS.

We received many favorable comments from resource managers, co-workers, and two letter chiefs on her dedication to the mission and personal manner of dealing with customers. Ms. Doe's many noteworthy achievements should be rewarded with a Notable Achievement Award.

*Sample Nomination for the Special Service Act Award
(Narrative format - plain bond paper - single or double spaced)
(Submit Narrative with completed AF Form 1768)*

**NOMINATION
FOR THE SPECIAL ACT OR SERVICE AWARD
TO
MS. JANE DOE
POSITION TITLE
HQ SMC/XXXX
LOS ANGELES AFB, CA**

Ms. Jane Doe distinguished herself in the performance of outstanding service as the System Program Office (SPO) budget analyst from 4 September to 29 September 2003. During the FY 03 budget close-out, Ms. Doe assisted the SPO budget analyst in overcoming an inflexible series of bureaucratic obstacles and was able to obligate 100 percent of SPO budget authority. In each case, she was notified by the financial process owner that it was impossible to release available funding because of task content, timing, or external process considerations. Ms. Doe's perseverance and tenacity resulted in success when all affected organizations said it could not be done.

Ms. Doe also displayed superb professionalism and diplomacy when she assisted in obtaining the support of SMC/ABC and helped save \$1,324,000 of FY 02 and \$690,000 of FY 03 funding by persuading ABC to work beyond the established processing deadline and certify funds for the Servo Control Unit (SCU) and Echo Telemetry Receiver (ETR) upgrades. Without her efforts, the FY 02 and FY 03 funds would have been removed from the SPO budget resulting in substantial SC and ETR funding shortfalls and in our inability to meet mission requirements.

Through her exceptional efforts, outstanding leadership, and superior budgetary skills, Ms. Doe greatly improved the Units ability to provide navigation and timing services to all military and civilian customers.

Sample for Time Off Award
(Justification and certification statement)
(Submit Narrative with completed AF Form 1768)

Mr. Doe distinguished himself as a Technical Evaluator and as the Engineering Subfactor Captain from 3 January 2003 to 15 June 2003. Mr. Doe demonstrated a strong functional knowledge of space systems engineering and organizational skills, ensuring consistent application of the evaluation standards. Mr. Doe's leadership of the engineering evaluation team was a key element in the overall success of the SSAS H source selection. He organized his team and kept them focused on the evaluation task to ensure the contractors representing the best value to the government were identified. Mr. Doe's systematic approach provided the source selection authority with a concise picture of each contractor's ability to perform engineering tasks for the Center.

Certification Statement:

"I have considered the cost of this time-off award in lost production time and have determined that the benefits realized by the Air Force from the employee's contributions support the amount of time-off approved. I have also considered the unit's workload and unit employee leave projections and certify that this employee will be able to schedule the time-off in addition to other projected leave. I have also considered other available forms of recognition and cash awards in determining the amount of this time-off award."

*Sample Nomination for the
Outstanding Civilian Career Service Award
(Narrative format - plain bond paper - single or double spaced)
(Submit Narrative with completed AF Form 1768)*

**NOMINATION
FOR THE OUTSTANDING CIVILIAN SERVICE AWARD
TO
MS. JANE CIVILIAN
CONFIGURATION MANAGER
HQ SMC/XXXX
LOS ANGELES AFB, CA**

Ms. Jane Civilian is culminating over 28 years of civilian service with the Federal government, from XX XX 1975 to XX XX 2003, nearly all of it associated with the United States Air Force. Throughout her outstanding career, she has advanced steadily in job qualification and grade, starting from a commissary employee in Alaska to her present status of Senior Configuration Specialist in charge of data management for the System Program Office.

In all her assignments, Ms. Civilian has consistently exceeded the work requirements of her assigned position, receiving commendations and other awards for outstanding performance. In Alaska, even as she was beginning her government career, she was awarded employee of the month awards. At XXXX Air Force Base, she annually received Outstanding and Sustained Superior Performance awards including a Notable Achievement Award for an innovative configuration management accounting system. This data and configuration management responsibility at XXXX AFB was critically important in preparations for launch of multi-million dollar ICBMs and military satellites. Between the two seven year periods at XXXX AFB, she was assigned for three years to XXXX AFB in Europe where she received an Outstanding Secretary award as HQ staff secretary.

She continued her excellence since being located at LAAFB in 1986 where she received Outstanding Performance Awards in addition to cash awards each of the nine years spent there. Ms. Civilian was first assigned to the System Program Office as the Data Manager within the SPO shop. She was highly proficient in understanding and executing the configuration management discipline, particularly data management, and implemented the Contractual Document Action process, which resulted in significant cost savings. She was also instrumental in setting up a Contract Data Requirements List delivery tracking system to monitor and record contractor deliveries. Finally, at the close of the SPO program and transfer to the Wing AFB, she assisted the Wing in identifying their CDR and distribution requirements, including the preparation of requirements for contract modification. Her efforts ensured contract support continuity during the transfer process.

Other noteworthy contributions occurred immediately after Ms. Civilian's final transfer from SPO to the SPO2 as the Data Management Officer. She was called upon to develop a new CSRL

exhibit for the Orbital Dynamics Development and Maintenance RFP, which was subsequently negotiated into the awarded contract. The remarkable part of this achievement was Ms. Civilian's becoming acquainted with a totally unfamiliar program in less than one week. Another example of her contribution was with the advent of the Acquisition Reform Program. She stayed on top of the rapidly changing data and allowable requirements policies and was able to support four major procurements and two contract modifications totaling nearly a billion dollars for the SPO. Her actions resulted in large scale reductions in contractually deliverable data.

Throughout her career, Ms. Civilian displayed a cooperative attitude toward both co-workers and supporting contractors, which, with her technical expertise, contributed greatly to the program office's mission. She has earned this award through outstanding dedication to duty continual awareness of cost reduction needs, and a truly professional approach to her work. Ms. Civilian's achievements bring great credit upon herself and the United States Air Force.

*Sample Nomination for the
Exemplary Civilian Service Award
(Narrative format - plain bond paper - single or double spaced)
(Submit Narrative with completed AF Form 1768)*

**NOMINATION
FOR THE EXEMPLARY CIVILIAN SERVICE AWARD
TO
MS. JANE CIVILIAN
FLIGHT TEST MANAGER
HQ SMC/XXXX
LOS ANGELES AFB, CA**

Ms. Jane M. Civilian is recommended for the Exemplary Civilian Service Award in recognition of her distinguished performance as the Flight Test Manager for the System Program Office from 18 September 2002 to 4 October 2003.

A natural leader and outstanding organizer, Ms. Civilian expertly directed a 20-person integrated product team responsible for the \$2.8M satellite flight test planning effort. She led the charge to merge government and contractor test planning efforts and realized results in only 1 month from initiative kick-off by successfully consolidating independent test plans and preventing duplication of team efforts and improved planning efficiency 50%. She established a tracking process for team member inputs on future plan improvements and test procedure development so that early efforts would not go to waste. Ms. Civilian rallied government and industry technical experts to develop and evaluate comprehensive test program objectives and identify over 2000 data collection events required to satisfy them. She successfully guided her team through swift, significant government downsizing and contract restructure while maintaining team morale and program schedule and keeping team focus on the complex task of tracing mission needs through system requirements to test scenarios. Her persistence to ensure adequate documentation resulted in a disciplined process to address system design and test program trades and assess the impact on validating mission capabilities. Under Ms. Civilian's leadership the quality and depth of test planning products allowed the contractor to adequately factor test issues into the contract restructure and still meet stringent funding constraints. The technical insights she provided to the contractor foreshadowed the requests for information made by a senior management independent review team assigned to evaluate the SPO program. Ms. Civilian was critical in ensuring a smooth transition from existing government working group structure to the contractor integrated product teams. She reviewed charters, roles, and responsibilities to minimize disconnects between groups and analyzed the current needs for SETA and Aerospace support to revise and definitize tasks and expectations. Her enabling input to program office reengineering initiatives kept the unit efficiently poised to meet future challenges and provided pivotal support to finalize FY02 budget submissions and out-year planning

Ms. Civilian led a \$4M in-house development effort to create an automated requirements tracking system to provide government analysts a means to trace requirements flowdown throughout various flight test products and ensure a comprehensive approach to meeting SPO and

SPO2 needs. She corrected disconnects between SPO and SPO2 requirements and test planning documents by tracking and updating over 7000 events in the database, serving to baseline the program and ensure published versions of the government plans were accurate and up-to-date. Her efforts provided the framework for follow-on test planning to provide a synergistic mix of simulation, ground tests and on-orbit system operations to validate the unique capabilities BE will provide warfighting commands for precision missile tracking for theater and national missile defense.

A superb manager, Ms. Civilian contributed to the highly successful Internal Budget Review, a first-ever orchestrated for this program as a streamlined management approach to correlate government requirements to contract budgets. She continually impressed government managers with her articulate and insightful award fee performance assessments and feedback to keep the contractor focused on meeting our requirements with high quality, technically accurate, on-time products.

For her efforts from July to September 2003, she received the Civilian of the Quarter Award from the System Program Office. A self-starter, willing to take on all challenges, Ms. Civilian made things happen. She stepped up to the challenge of supporting SPO2 test planning activity by filling the void created by departing program office personnel and provided uninterrupted support to a primary customer for FDS information. Ms. Civilian exhibited the "never-say-die", positive attitude needed to meet aggressive program schedules and was critical in current planning progress, unit cohesiveness, and getting results!

A dedicated professional, Ms. Civilian organizes and supports initiatives to improve team cohesiveness and unit morale. She orchestrated farewell luncheons for departing program personnel, spurred contractor efforts to organize team socials, and supported a team that served as a pathfinder for other integrated product teams within the program office. Her contagious cheerfulness and can-do attitude inspired teamwork and cooperation, increasing team productivity and effectiveness.

A truly exemplary employee, Ms. Civilian is most deserving of this award. Her distinguished accomplishments reflect great credit upon herself and the United States Air Force.

*Sample Nomination for the
Meritorious Civilian Service Award
(Narrative format - plain bond paper - single or double spaced)
(Submit Narrative with completed AF Form 1768)*

**NOMINATION
FOR THE
MERITORIOUS CIVILIAN SERVICE AWARD
TO
MR. JOHN CIVILIAN
POSITION TITLE
HQ SMC/XXXX
LOS ANGELES AFB, CA**

From 1 August 2000 to 1 July 2003, Mr. John Civilian led the acquisition of a new, undefined, and unfunded system that would provide an off-line training capability to System Program Office at Air Force Base. Mr. Civilian was specially selected by the SPO to manage this effort, which had the primary goals of removing the training of Air Force Space Command crews from the operational environment and accurately simulating actual mission operations.

Without the implementation of an off-line system, the training of crews in an operational environment involved a significant risk to mission accomplishments. Errors caused during training by an inexperienced crew member could result in total loss of a satellite. the loss of a CPO satellite would lead to the need to launch a new satellite resulting in a \$100M replacement effort for satellite, booster, and processing. In addition, the subsequent loss of or serious degradation of the navigation signal could result in death for SPO end-users relying on the navigation data for troop deployments, bombing missions, search and rescue operations, or any of hundreds of potentially hazardous scenarios. The widespread commercial use of SPO further adds to the need to maintain the health of SPO, making this training system a critical necessity.

In addition to the need to move the training of crews off-line, a secondary requirement was that the system accurately simulate, in looks and capabilities, the actual mission operations. The need for a reliable and complete simulator as existed for over 15 years, but the lack of funding and system definition kept it from ever getting on contract.

Mr. Civilian, facing a restrictive schedule, many naysayers, and a lack of funding, immediately went to work. Working with the operators at the 1st and 2nd Satellite Operations Squadrons and the requirements branch of Air Force, he developed a requirements document that captured the essential performance criteria for the training system. He then reviewed all known simulation training capabilities currently available to satellite operations internal and external to SPO. Finding that the SPO 2 had done some work to satisfy some of the two primary requirements, he led members of the SPO 2 to prioritize and fund an internal SPO training system that would support the first SPO Block launch. Working with the SPO Program Element Monitor (PEM), Mr. Civilian developed a budget and programmed the necessary funding. Using a building-block

approach, he then scheduled development of a training system to simulate the total constellation of various satellites. No other simulation system of this magnitude exists, nor had it ever been attempted. When funding was cut through congressional action, Mr. Civilian regrouped and provided the response that convinced the committee to approve the funds. As news of the system grew, so did the requirements. Mr. Civilian, using imagination and resourcefulness, established baselines of capabilities that satisfied these new requirements.

The extraordinary effort of Mr. Civilian has resulted in a training and engineering test system that will provide a capability by December 2004. A contract award this summer began development of a system for SPO operator and test personnel. A follow-on contract to replace the aging SPO satellites after the year 2009 will contain simulation requirements to support the program.

Mr. Civilian's singular and tireless efforts have ensured that a training and engineering system will be developed to provide the necessary tools and capabilities vital to CPO operations crews. With these capabilities, the Air Force will provide the navigation integrity so critical to SPO end-users and remove the chance of satellite loss due to operator error.

Mr. Civilian's attitude and leadership have led to a unique bond and shared trust between the SPO and the and Air Force. His motivation and drive in managing the project through contract award, overcoming countless obstacles, long hours and personal frustrations, are commendable and deserving of the Meritorious Civilian Service Award.

*Sample Nomination for the Command Civilian Award for Valor
(Narrative format - plain bond paper - single or double spaced)
(Submit Narrative with completed AF Form 1768)*

**NOMINATION
FOR THE COMMAND CIVILIAN AWARD FOR VALOR
TO
MS. JANE DOE
POSITION TITLE
HQ SMC/XXXX
LOS ANGELES AFB, CA**

Ms. Jane Doe is recommended for the Command Civilian Award for Valor in recognition of her demonstration of care and concern toward another human being in an emergency situation.

On 31 December 2002, Ms. Doe was in her vehicle on U.S. Route 35. She had just left her parents' house and was heading west toward her home. Ms. Doe saw the vehicle of Colonel John J. Doe swerving on the highway, eventually going out of control hitting the side of an embankment. Ms. Doe initially thought the Colonel had been drinking and was intoxicated. But, as she approached his vehicle, she found there was no smell of alcohol and could tell he was having a seizure. She noticed he was wearing a medical alert bracelet indicating he was a diabetic. Ms. Doe immediately checked for injuries and only detected a bump on the head. Ms. Doe applied first-aid procedures for both his seizure condition and for his head injury. The Colonel was getting worse and no help had yet arrived. Ms. Doe went to the edge of the highway and began waving for more help. A couple stopped and the man was an off-duty paramedic. Ms. Doe advised the paramedic of the situation and then found a police officer to summon more help immediately.

Colonel Doe was transported to the Medical Center and was released the following day.

Ms. Doe's quick actions saved Colonel Doe's life. If she had not stopped when she did and summons the help when she did, he may not have made it to the Medical Center. She unselfishly got involved in this situation by stopping to see if she could help in the situation. She showed outstanding competence in this emergency situation in keeping calm and executing a proper course of action to get help needed to save the Colonel's life. Colonel Doe has since referred to Ms. Doe as his "guardian angel."

*Sample Nomination for the Air Force Civilian Award for Valor
(Narrative format - plain bond paper - single or double spaced)
(Submit Narrative with completed AF Form 1768)*

**NOMINATION
FOR THE AIR FORCE CIVILIAN AWARD FOR VALOR
TO
MR. JOHN CIVILIAN
FINANCIAL MANAGER
HQ SMC/XXXX
LOS ANGELES AFB, CA**

Mr. John Civilian is recommended for the Air Force Civilian Award for Valor in recognition of the heroic actions he took in emergency situation as Lead Integration Engineer for the System Program Office, Air Force Base, on 21 March 2003. Mr. Civilian knowingly risked his own life to save the life of a fellow worker.

Mr. Civilian was visiting a contractor's environmental test facility in the Los Angeles, California area to provide engineering support for the temperature altitude testing of a prototype electronic system. The contractors were having problems getting the facility set up to provide the correct and consistent environmental test conditions. One of the problems was associated with the system used to simulate ram air cooling for the equipment under test. The contractor was using the gaseous expansion of liquid nitrogen to get the proper ram air temperature, but was experiencing problems balancing the system to maintain a realistic temperature range.

At 1230 on 21 March 2003, two of the contractor personnel, Mr. John Contractor Number One and Mr. John Contractor Number Two entered the test chamber to reinstall some equipment for another chamber calibration test. A test had been conducted earlier that morning and the chamber had been purged per procedure. Everyone believed the chamber safe. When they entered the chamber, Mr. John Contractor Number Two noticed something peculiar about the liquid nitrogen expander and walked over to the equipment to investigate. During that time, Mr. Contractor Number One started to feel strange and momentarily exited the chamber. As he left the chamber, he looked back towards the liquid nitrogen equipment and saw Mr. Contractor Number Two lying on the floor. At that point, Mr. Contractor Number One called out to the rest of the crew that Mr. Contractor Number Two was down. Mr. Civilian and Mr. Contractor Number Three, a contractor engineer, immediately entered the chamber to get Mr. Contractor Number Two. Because the chamber was crowded with equipment, Mr. Civilian moved Mr. Contractor Number Two out of the chamber while Mr. Contractor Number Three moved equipment to clear a path. They didn't get very far before both of them were overcome because of oxygen deprivation. They were both on their hands and knees desperately crawling to make it out of the chamber before they totally blacked out. Mr. Contractor Number Three made it out of

the chamber on his own, but Mr. Civilian required some assistance from Contractor Number One at the chamber door. As Mr. Civilian and Mr. Contractor Number Three were trying to regain their strength and clear their head, they noticed Mr. Contractor Number One and Mr. Contractor Number Four, another contractor engineer, trying to activate the emergency portable oxygen equipment. It was then that Mr. Civilian realized Mr. Contractor Number Two was still in the chamber. Without concern for his personal safety and fully realizing the quick and totally incapacitating effect of the nitrogen rich environment inside the chamber, Mr. Civilian rushed back into the chamber and proceeded to drag Mr. Contractor Number Two out. He was closely followed by Mr. Contractor Number Three, who assisted by moving equipment out of the way. This time they were successful and managed to get Mr. Contractor Number Two out of the chamber. As they cleared the door, Mr. Contractor Number Four arrived with the portable oxygen equipment, which Mr. Civilian grabbed and used to immediately administer oxygen to Mr. Contractor Number Two. Although his breathing was virtually undetectable when he was dragged out of the chamber, he started to show signs of recovery after oxygen was administered. Mr. Contractor Number Four recognized Mr. Civilian's exhausted physical state and took over the care of Mr. Contractor Number Two until the paramedics arrived, approximately 15 minutes after Mr. Contractor Number One announced Mr. Contractor Number Two was down. At that time Mr. Contractor Number Two was showing stronger signs of recovery and was regaining consciousness. Both Mr. Contractor Number Two and Mr. Civilian were evacuated to a nearby hospital where they were thoroughly examined and released later that day.

It was estimated Mr. Contractor Number Two had been in an oxygen deprived environment for about 3 minutes. When he was pulled out of the chamber, his skin and the whites of his eyes were purple. The paramedics and the doctors at the hospital stated if he had stayed in the oxygen deprived environment a moment or two longer (i.e., less than a minute) he would have died or, at the very least, experienced severe brain damage.

On 21 March 2003, Mr. John Civilian put the health and welfare of others ahead of his own and performed an exceptional act of bravery by entering a known toxic environment to rescue a fellow worker that had succumbed to that environment. It is courageous for anyone to enter a hazardous situation when the true risk to life and limb is not known and there is a feeling of invincibility. However, a special kind of courage is required to knowingly and purposely re-enter a life threatening environment to rescue another person, when only moments earlier they had experienced the overwhelming effects of this same environment. Mr. Civilian's selfless act of courage, with great risk to his own personal life, clearly deserves recognition of the Air Force Civilian Award for Valor.

*Sample Nomination for the Exceptional Civilian Service Award
(Narrative format - plain bond paper - single or double spaced)
(Submit Narrative with completed AF Form 1768)*

**NOMINATION
FOR THE
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE AWARD
TO
MR. JOHN CIVILIAN
POSITION TITLE
HQ SMC/XXXX
LOS ANGELES AFB, CA**

Dr. John Civilian achieved major technological breakthroughs with a long-running and highly successful series of experiments developing methods to compensate for the degrading effects of atmospheric turbulence on optical propagation. His work refined techniques for the operation of adaptive optics using a focused laser beacon for turbulence characterization (laser guidestar technique), enabling the continuous atmospheric compensation of a large-aperture telescope for high-efficiency laser propagation through the atmosphere. This is the key enabling technology required for the development of an effective airborne laser weapon and can also be used to form, in real time, highly resolved images of space objects.

Dr. Civilian's early experiments, beginning in 1982, were performed with limited equipment and facilities, but were so successful that he was provided resources to establish a world class propagation facility at the SPO Air Force Base, based on a 1.5 meter telescope/beam director. The telescope was delivered in May 1987, and by November, Dr. Civilian's team had installed, aligned, and integrated the instrument and performed an experiment generating a major breakthrough in atmospheric compensation technology. In 1988, he directed the first closed-loop operation of an adaptive optics system, and in 1989, he used the same techniques to produce high resolution compensated images of astronomical bodies. Since that time, Dr. Civilian has further refined his atmospheric compensation methods, developing and demonstrating solutions to critical beam control issues for the Air Force Program. Recent progress has included images of astronomical objects at the diffraction limit of the 1 .5 meter telescope, very high resolution, real time images of satellites during poor atmospheric conditions, and satellite tracking and illumination with compensated, low-power lasers.

Because of his phenomenal success and convincing technical arguments for a larger aperture, Dr. Civilian's research led directly to the construction of the 3.5 meter telescope. The 3.5 new meter telescope, which saw first light in early 1994, is the Department of Defense's largest telescope and the world's largest telescope capable of tracking low-earth-orbit satellites. The telescope will support DoD requirements in the areas of laser propagation, space object imaging, advanced pointing and tracking, and other special high priority projects. Dr. Civilian has already directed a number of significant experiments on the telescope without adaptive optics, including high-accuracy satellite laser ranging, visible and infrared imagery, and satellite tracking experiments.

He is currently leading the development and integration of a large-scale adaptive optics system on the telescope, which will enable unprecedented resolution for space imagery and laser propagation.

Since Dr. Civilian's work was declassified and released to the public in June 1991, he has worked to expand the applications of laser guidestar adaptive optics. He has promoted the use of these same techniques for astronomy by numerous scientific papers, colloquial and presentations to astronomical conferences. He demonstrated the value of adaptive optics by obtaining compensated images of stars with resolutions approximately 15 times greater than uncompensated images, and near the theoretical limit of the telescope. His recent images of the planet Saturn have been called the best ground based images of that planet ever made. Due to these efforts, laser guidestar adaptive optics has been hailed by the astronomical community as the most significant advance in astronomical technology since the invention of the telescope. As a direct result of Dr. Civilian's success, every major astronomical telescope in the world has now included adaptive optics in its baseline design.

Dr. Civilian has demonstrated rare vision in the development of adaptive optics for optical communications. A series of highly successful experiments conducted for NASA and the Jet Propulsion Laboratory (JPL) demonstrated the precision pointing and very long range propagation of a compensated laser beam required for deep space laser communications. Current experiments are providing the first ever high resolution measurements of atmospheric effects on optical communications and are demonstrating the use of adaptive optics to correct these effects. These experiments have laid the groundwork for the development of viable optical communications, for which effective atmospheric compensation is essential. This technology will provide the capability for very high data rate, secure communications to both military and commercial satellites as well as high speed communications to deep space probes.

Dr. Civilian has also developed plans for the use of laser guidestar adaptive optics to enable efficient laser power beaming satellites. The concept of power beaming, in which a ground based laser is used to illuminate the solar cells or a thermal collector of a satellite, is not new. This technique could provide the ability to transfer of large amounts of energy, without the need to carry heavy chemical fuels, for battery recharging, orbit maneuvering or even boosting from low earth orbit to geosynchronous orbit. However, it is the laser guidestar adaptive optics technique that makes this idea feasible, as it allows real time, point-ahead compensation-of atmospheric turbulence that otherwise disperses the laser energy to the point of ineffectiveness. Dr. Civilian has developed experiments to demonstrate the utility of this concept and has worked with the satellite communications community and national laboratories to educate AF and other agencies on the potential benefits to both military and civilian applications.

Dr. Civilian's work has been repeatedly recognized by both the scientific community and the DoD. He was recently elected to the position of Fellow of the Optical Society of America. His numerous awards include the Optical Society of America's Archie Mahan Prize (1995), the Aviation Week Laurel Award (1999), and the SPIE Technical Achievement Award (2001). He has produced an impressive series of publications on his research, including over 30 major scientific papers, invited presentations, and colloquia. He has been featured in over 30 articles in

the popular press, including National Geographic, Nature, Scientific American, Physics Today, and others, and has been the subject of segments on CNN World News and the popular international television program "Beyond 2000". In April, 2002 Dr. Civilian's work was recognized by the most recent Air Force Science Advisory Board as 'without peer' and received the highest rating given to any research program in the Air Force.

The impact of Dr. Civilian's work on laser guidestar adaptive optics is far-reaching. Because of his accomplishments, the viability of high-energy, short-wavelength laser weapon systems has now been firmly established. His continuing efforts to expand the applications of adaptive optics are producing products that strengthen our nation's scientific and industrial technology base while producing technologies crucial to the future of the United States Air Force.